

SUBDIVISION PLAN PACKAGE CHECKLIST

Development: _____

Proposed Number of Lots: _____

Approximate Location (name of street, distance/direction from nearest crossroad): _____

The following checklist is not all-inclusive, but is generally representative of the requirements of the Planning Board's Rules and Regulations (S/D R&R). In all cases, you should use the checklist in conjunction with the S/D R&R.

I. Preliminary Plan

- | | | |
|--|--------------------------------|------------------------------------|
| 1. Are you filing a preliminary plan? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| If no, go to Sec. II. | | |
| 2. Plan requirements (see S/D R&R Sec. III, Subsec. 2) | | |
| a. Land features | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| b. Required names | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| c. Abutters | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| d. Streets, easements, public areas | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| e. Drainage system | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| f. Lot lines, areas, dimensions | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| g. Street names, locations, width | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| h. 2' contours | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| i. Ex. & proposed roadway, drain & sewer profiles | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |
| j. Water distribution system | <input type="checkbox"/> shown | <input type="checkbox"/> not shown |

If you checked "not shown" to any of the above, please provide in a separate narrative an explanation of why not.

- | | | |
|--|------------------------------|-----------------------------|
| 3. Have you included a filing fee in accordance with Appendix K? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
|--|------------------------------|-----------------------------|

II. Comparative Impact Analysis (CIA)

- | | | |
|---|------------------------------|-----------------------------|
| 1. Does your development include 10 or more lots? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
|---|------------------------------|-----------------------------|

If you answer yes to #1, a CIA is required. Proceed to #2.

If you answer no to #1, and you do not intend to submit the CIA, submit a separate narrative explaining why you do not believe the analysis is warranted. The Planning Board will decide whether or not the CIA will be required.

- | | |
|---|--------------------------|
| 2. Requirements of analysis (see S/D R&R, Sec. III (k)) | |
| a. Alternatives | <input type="checkbox"/> |
| b. Scope | <input type="checkbox"/> |
| c. Mitigation | <input type="checkbox"/> |
| d. Differences | |
| i. Ground and surface water | <input type="checkbox"/> |
| ii. Wildlife and botanical features | <input type="checkbox"/> |
| iii. Soil and vegetation | <input type="checkbox"/> |
| iv. Public water supply and sewerage | <input type="checkbox"/> |
| v. Streets and traffic | <input type="checkbox"/> |
| vi. Recreation, open space and scenic values | <input type="checkbox"/> |

SUBDIVISION PLAN PACKAGE CHECKLIST

III. Definitive Plan

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you included one (1) set and eight (8) copies of the original set with submission? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Have you completed and attached Form C? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. Have you completed and attached Form D? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4. Have you included a filing fee in accordance with Appendix K? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5. Are you including a comparative impact analysis with the Definitive Plan submission? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 6. Plan contents (see Sec. III.B.2 and subdivision checklist) | | |
| a. Complete title block | | <input type="checkbox"/> |
| b. Abutting properties | | <input type="checkbox"/> |
| c. Limited/controlled access (if applicable) | | <input type="checkbox"/> |
| d. Major land features | | <input type="checkbox"/> |
| e. Ex. and prop. street lines | | <input type="checkbox"/> |
| f. Geometric data | | <input type="checkbox"/> |
| g. Monumentation | | <input type="checkbox"/> |
| h. Proximate existing roadway/rights-of-way | | <input type="checkbox"/> |
| i. Easements, covenants, restrictions affecting land | | <input type="checkbox"/> |
| j. Massachusetts Land Court information | | <input type="checkbox"/> |
| k. Signature blocks, including waiver action section | | <input type="checkbox"/> |
| l. Existing and proposed roadway and utility profiles | | <input type="checkbox"/> |
| m. Utility locations (including drainage & water courses) | | <input type="checkbox"/> |
| n. Trees over 4" in diameter | | <input type="checkbox"/> |
| o. Typical cross sections | | <input type="checkbox"/> |
| p. Sidewalk locations | | <input type="checkbox"/> |
| q. Tabular information shown in Sec. III, B.2.r. | | <input type="checkbox"/> |
| r. 2' contours based on "on-the-ground" survey | | <input type="checkbox"/> |
| 7. Has the plan been filed with the Board of Health? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 8. Has soil survey been included? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 9. Has a drainage report been included? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 10. Have you included a construction and erosion control sequencing plan showing material stockpile areas, temporary sanitary and other facilities, and disposal requirements? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

IV. Specific Design Standards (also see subdivision checklist)

- | | | |
|---|------------------------------|-----------------------------|
| 1. Do the roadways leading to the development meet adequate access requirements of Sec. II.F? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Typical roadway sections (choose one). | | |
| #1-Secondary residential street | | <input type="checkbox"/> |
| #2-Major residential street (50' layout) | | <input type="checkbox"/> |
| #3-Secondary residential street (waiver required) | | <input type="checkbox"/> |
| #4-Major residential street (60' layout) | | <input type="checkbox"/> |
| #5-Alternative standards (Planning Board approval required) | | <input type="checkbox"/> |

SUBDIVISION PLAN PACKAGE CHECKLIST

3. Design Guidelines
 - a. Does your development endeavor to accomplish the guidelines of Sec. IV.A? ☐ yes ☐ no
4. Street Alignment
 - a. No street jogs with centerline offsets <150' ☐
 - b. Minimum centerline radii:
 - I. Lanes – 125' ☐
 - II. Secondary streets – 150' ☐
 - III. Major streets – 350' ☐
 - c. Centerline tangent between reverse horizontal curves ≥150' ☐
 - d. Street intersections at right angles ☐
 - e. Property line radii at intersections:
 - I. Major street – 30' ☐
 - II. Other – 25' ☐
 - f. Block size 600' to 1200' ☐
5. Street Grade
 - a. Centerline profile minimum 1% ☐
 - b. Centerline maximum:
 - I. Lanes – 10% ☐
 - II. Secondary streets – 8% ☐
 - III. Major street – 5% ☐
 - c. Vertical curves shown at all changes in grade ≥ 1% ☐
 - d. Leveling area of 75' at intersection ☐ included ☐ N/A
 - e. Horizontal tangent between reverse vertical curves ≥ 100' ☐
 - f. Vertical curve length ≥ 100' ☐
6. Dead End Streets
 - a. Length ≤500' ☐
 - b. For lengths >500', secondary access provided ☐
 - c. R/W diameter:
 - I. Major street – 120' ☐
 - II. Secondary streets – 100' ☐
 - d. Slopes ≤3% ☐
 - e. Sidewalk continued around cul-de-sac ☐
7. Curb Cuts
 - a. Driveway widths between 10' and 24' ☐
 - b. Curb return radii 3' ☐
 - c. Driveways in compliance with City Code ☐
 - d. Location shown on plan ☐
8. Sight Distance
 - a. Meets AASHTO requirements and is shown on plans as field measured ☐
 - b. Intersecting roadway shown min. 300' in each direction ☐
9. Easements
 - a. City easement ≥ 30' for single utility ☐
 - b. For combined use easements, width as determined by City Engineer ☐
 - c. Necessary flowage and drainage easements ☐
 - d. All easements bounded ☐
 - e. Access width to City land ≥40' ☐
10. Open Space
 - a. Open space/public parks provided? ☐ yes ☐ no

SUBDIVISION PLAN PACKAGE CHECKLIST

11. Protection of Natural Features
- a. Project designed to protect natural features ☐
12. Drainage
- a. Designed in accordance with DEP's Stormwater Management Regulations ☐ yes ☐ N/A
 - b. No adverse downstream impacts ☐
 - c. Designed in accordance with Appendix H ☐
 - d. Detention areas designed in accordance with Engineering Directive dated 3/25/02 ☐
13. Hydrants
- a. Spaced at 500' intervals ☐
 - b. In accordance with City Standards ☐
14. Street Lights
- a. 4000 lumens at 350' spacing ☐
15. Alternative Standards
- a. Do you intend to pursue the Alternative Standards? ☐ yes ☐ no
- If yes to a., provide in narrative form the necessary explanation/calculations.
16. General
- a. In conformance with the Massachusetts Highway Standard Specifications for Highways and Bridges, dated 1988 ☐
 - b. In conformance with the requirements of the Code of the City of Marlborough ☐
 - c. In conformance with the requirements of the Architectural Access Board ☐
17. Monuments
- a. Installed at intersections, PCs, PTs and easements ☐
 - b. Granite 6"x6"x4' ☐
18. Signs
- a. Shown on plans (include street name and regulatory signage) ☐
 - b. In full compliance with the latest Manual on Uniform Traffic Control Devices ☐
19. Mailboxes
- a. In accordance with Appendix J ☐
20. Lots
- a. Utility stubs to each lot shown ☐
 - b. Lot shape requirements met and block shown on plans ☐

V. Waiver Section

1. If you answered no or did not check off one of the boxes listed above, waivers may be required. In the event you seek a waiver from any of the Planning Board Rules and Regulations, you must identify same with this submission. Each waiver sought shall be listed, and shall be accompanied by an analysis and/or appropriate calculations demonstrating the need for the waiver. The Planning Board may require strict compliance with all of its rules and regulations.

SUBDIVISION PLAN PACKAGE CHECKLIST

2. Waivers sought (use separate line for each. Attach additional sheets if necessary.)

<u>Waiver Sought</u>	<u>Applicable Section</u>	<u>Justification Attached</u>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>

VI. Open Space Development

1. Is this an open space development? ☐ yes ☐ no

If no, STOP.

If yes, proceed to Question 2.

2. Have you obtained a Special Permit from the Planning Board? ☐ yes ☐ no

3. Does the plan submitted under Section III show substantial variations (as defined in S/D R&R) from the concept plan? ☐ yes ☐ no

If yes, a new public hearing may be required on the concept plan.

VII. Certification

I hereby certify that I have read and am familiar with the Planning Board's Rules and Regulations Governing the Subdivision of Land (amended through 12/2/91) and that the information provided herein is true and accurate to the best of my knowledge.

Signature

Date

Printed Name

Title

Company

Street

City, State, Zip